

Mike Wolf  
20 N. 3<sup>rd</sup> Street  
Lafayette, IN 47901



Building Commissioner  
PHONE: 765.423.9225  
FAX: 765.423.9203

## **Application Requirements**

***\*\*Before a Building Permit is issued, you may need to acquire part or all of the information below\*\****

- |                              |   |
|------------------------------|---|
| 1. Application .....         | Application form must be filled out completely and to the best of the applicant's knowledge.<br><b>Note:</b> Any missing information could hold up the reviewing process.<br>Application may be obtained in our office or on our website.   |
| 2. Sub-Contractor List ..... | All contractors hired to work on a permitted job must have a current License & Permit Bond* on file in our office.<br>*See L&P Bond information sheet for specifics.  |
| 3. Letter of Consent .....   | A signature from the property's current owner is required, whether on the application or the letter of consent.   |
| 4. Construction Plans .....  | One set of detailed plans of improvement are required.<br>(Including cross section, electrical, & floor framing plans, if applicable)   |
| 5. Site Plan .....           | An exact location of the structure or improvement on the property is required. (Show existing structures, property lines, distances, etc.)  |
| 6. Energy Path.....          | One of the three energy paths and all paperwork involved with that specific path is required. (Performance, Total UA Trade-off, Prescriptive)   |
| 7. Septic/Sewer Permit ..... | A copy of all permits issued regarding septic/sewer is required.<br>County Health Department (765.423.9221 ext. 2)<br>American Suburban Utilities (765.463.3856)<br>Battle Ground Town Clerk (765.567.2603)<br>City of Lafayette-Engineers (765.807.1050)<br>City of West Lafayette (765.775.5130)<br>Clarks Hill Town Hall (765.523.2211)<br>Dayton Town Clerk (765.296.2533)<br>Stockwell-Lauramie Trustee (765.523.3342) |
| 8. Drainage Approval .....   | The County Surveyor's Office must sign off on site plan. (765.423.9228)   |
| 9. Driveway Permit .....     | A copy of the Driveway Permit/Existing Driveway Letter from the County Highway Department is required. (765.423.9210)   |

**There is a Non-Refundable (\$20.00) Filing Fee for Permits**

**Following a full submittal of all applicable forms, there could be as much as a ten (10) working day processing time to issue a Permit.**